



CORRECTIONS AND REHABILITATION, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	CORRECTIONS AND REHABILITATION, DEPARTMENT OF	RELEASE DATE:	Wednesday, July 1, 2009
POSITION TITLE:	Chief of Policy Planning and Support Services, Enterprise Information Services	FINAL FILING DATE:	Wednesday, July 15, 2009
CEA LEVEL:	CEA 2	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 7,815.00 - \$ 8,616.00 / Month	BULLETIN ID:	06222009_7

POSITION DESCRIPTION

PENDING CONTROL AGENCY APPROVAL

Under the general direction of the Assistant Secretary of Information Technology (working title: Agency Information Officer/AIO), Enterprise Information Services (EIS), the Chief of Policy, Planning and Support Services is responsible for strategic planning, policy development, goal setting, administrative program management, information technology (IT) contract and procurement activities, EIS budget development, fiscal management, asset management, IT litigation management, facilities management, labor relations, IT training, human resources management, ongoing administrative information technology support of California Department of Corrections and Rehabilitation (CDCR) and its 33 institutions, 178 parole units in 75 parole office locations, 6 Division of Juvenile Justice (DJJ) facilities and 1 camp, and 16 DJJ parole offices. The Chief works closely with other state agencies, federal agencies, local jurisdictions, private correctional service providers, and representatives of the Legislature in the development and implementation of IT administrative policies. The Chief also works in conjunction with the Chief Information Officer (CIO) to develop policy related to the IT operations throughout the department and acts as the principal IT administrative policymaker within EIS.

Duties include, but are not limited to:

35% - Serves as the principal administrative IT policymaker; ensures compliance with State CIO policy throughout CDCR and e-Discovery; supports administrative IT policies within EIS and drives implementation throughout the Department; provides leadership, guidance, and direction; ensures policies and procedures, and administrative changes are developed and implemented to ensure compliance with control agency requirements.

35% - Manages, leads, and directs internal lines of business in support of the Department's goals,

vision, mission and values; aligns IT plans with the Department's business objectives; establishes performance measures to document progress in meeting objectives and identifies areas for further improvement; manages e-Discovery, desktop, and mobile computing processes; oversees IT procurements and contracts, software negotiations and enterprise software agreements to ensure control agency compliance; and provides high-level expertise in developing legislative proposals and new IT programs.

30% - Plans, develops, and manages the workload of multi-disciplinary IT staff; oversees recruitment and retention processes; ensures training of IT staff; develops and manages the EIS financial management plan; represents the Department on behalf of the AIO and CIO; and collaborates with the State CIO, external customers, control agencies; and other internal and external stakeholders related IT policies.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- (1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

- Five years of management experience in the operation of a comprehensive enterprise-wide information technology (IT) program within a large multi-faceted organization; including planning, organizing, and directing multi-disciplinary staff.
- Experience in strategic planning, data evaluation, contract and procurement processes, IT litigation, and budget management.
- Experience in public administration, personnel management, and leadership which demonstrates the ability to motivate staff and knowledge of a manager's role in achieving the Department's Equal Employment Opportunity objectives.
- Experience which demonstrates the ability to communicate effectively both orally and in writing with departmental executive staff, control agencies, legislators, and stakeholders.
- Demonstrated experience in policy development, implementation, and management at the program manager level.
- Demonstrated knowledge of e-Discovery, desktop, and mobile computing processes; as well as

software negotiations and enterprise software agreements.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief of Policy Planning and Support Services, Enterprise Information Services**, with the **CORRECTIONS AND REHABILITATION, DEPARTMENT OF**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

This examination will consist of a review by an executive screening committee of the candidates' Statement of Qualifications that describes their experience, knowledge, and abilities as they relate to the desirable qualifications identified in the bulletin, using predetermined evaluation criteria.

FILING INSTRUCTIONS

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address listed below for the Office of Executive Appointments.

Effective January 1, 2009, Government Code Section 18991 was enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty to apply for Career Executive Assignment (CEA) examinations, for which he/she meets the minimum qualifications. Person's applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of his/her DD214 with their Standard State Application (Form 678).

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than four pages in length and 12 point font. **APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.**
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

CORRECTIONS AND REHABILITATION, DEPARTMENT OF , Office of Executive
Appointments
1515 S Street, Room 108-North, Sacramento, CA 95811
Tracy Heinsen | (916) 445-9061 | tracy.heinsen@cdcr.ca.gov

ADDITIONAL INFORMATION

Supervisory/administrative experience in a managerial capacity at least equivalent to a Staff Services Manager II, Correctional Administrator, Department of Corrections, Parole Administrator I,

Adult Parole, Program Administrator, Correctional School, or Youth Authority Administrator, including the implementation and/or evaluation of program policies. Experience which shall have demonstrated the ability to communicate with legislators, local governmental jurisdictions, and community and civic leaders. Experience in the development and implementation of policies and procedures.

****The monthly salary may include a pay differential. The amount of the differential is not subject to PERS retirement provisions during the first 12-consecutive pay periods of employment. The pay differential does become subject to PERS retirement provisions beginning the 13th month of consecutive employment.**

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CORRECTIONS AND REHABILITATION, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>